Iowa Department of Administrative Services

Government's Partner in Achieving Results

DAS

Governor Terry E. Branstad
Lt. Governor Kim Reynolds

Mike Carroll, Director

Concept Paper # 253

Presented to the Department of Administrative Services (DAS) and the State CIO
Date Prepared: 4/16/13

Name of document to be reviewed: Computer workstation refresh - IVH

(Please check one item listed in the following two sections)

Document for review and approval:

__ **Request for Proposal (RFP)**   __ **Sole Source Procurement**
__ **Request for Service (RFS)**   __ **Statement of Work**
__ **Request for Quote (RFQ)**   __ **Staff Augmentation**
__ **Invitation to Qualify**   _**X**_**Master Agreement Purchase**

NOTE: Sole source procurements will also need authorization from DAS Procurement for this type of purchase. Please also contact DAS Procurement at this location:
http://das.gse.iowa.gov/procurement/forms/solesource_form.php

Document for review only:

__ **Master Agreement**   __ **Request for Information (RFI)**

Agency: IOWA VETERANS HOME

RFP Reference #:

Release Date:

This project is requesting IOWAccess funds: Yes ___   No _**X**__

NOTE: IOWAccess concept papers are to be entered in www.IowaGrants.gov through the electronic system for requesting, tracking and reporting on IOWAccess funds related to eGovernment projects.

Projected cost over $50,000?   Yes _**X**__   No ___

Projected agency staff hours over 750? Yes ___   No _**X**__

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Project Cost, Funds and Funding Source:

Please list the internal and external resources/costs for the purchase:

Internal Resources/Costs: **$72,600.00 (12% State General fund, 88% self-generated funds)**
External Resources/Costs:

Timelines: May 2013

Goal: Improve efficiency by replacing old and unresponsive computer workstations with newer, more powerful workstations. Currently, there are computers that run so slow, staff avoids using them altogether. This causes a delay in documenting and charting of resident health records due to a shortage of capable computers.

Background: IVH has over 950 employees and 550 computer workstations and laptops. IVH has a maturity life cycle procedure for technology hardware. By replacing a fourth of our workstations every year, IVH maintains an efficient 4 year technology refresh cycle. This system makes budgetary issues easier to anticipate and maintain.

Expected Results:

What are the tangible and intangible benefits of this purchase for this agency and/or state government?
Improve efficiency by replacing old and unresponsive computer workstations with newer, more powerful workstations

Can these benefits be quantified in financial terms? If yes, please explain.
Increased responsiveness of computer workstations will lead to greater efficiency.

How will you be more effective as a result of this purchase?
By upgrading hardware, IVH can standardize on operating systems and applications. IVH will be able to replace workstations that would not be able to effectively run W7 and Microsoft Office 2010.

How will service to your customers be enhanced as a result of this purchase?
The less time direct care staff has to document and chart resident health information on workstations, the more time they have for direct care of the resident.

Testing and Acceptance: N/A

Some of the Interested Parties: N/A

Some of the Recipients of this Service: IVH staff

Standards: IVH will purchase the base model that the state of Iowa contracted with HP

Architecture: N/A

Business Continuity / Disaster Recovery: N/A

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Recommendations from the State CIO:

NOTE: *Where applicable, all DAS GSE Procurement and IA Administrative Code 11-105 and 11-106 requirements and procedures are to be followed. Reference: http://das.gse.iowa.gov/procurement/, specifically: http://das.gse.iowa.gov/procurement/adminrules/.*

Duplication recommendation from the State CIO to the DAS Director:

a) Is there duplication within Government? *(Please identify duplication at the agency level, as well as within the enterprise)*
b) Can an existing program be modified to address a new need?
c) Do you have any similar program in existence?
d) Have you sought IT procurements for similar programs in the past?
e) Do you have purchasing documents for similar programs?
f) Do you have similar purchasing documents that could be used as a starting point for this program?
g) Is there anything you could provide that could assist the agency with this IT procurement?
h) Are there alternatives available to the agencies?

Recommendation of the State CIO to the DAS Director:

Authorize this IT procurement   Yes _X_ No ___
Alternatives suggested by the State CIO
   (see comments below)   Yes ___ No _X_

Additional comments from the State CIO:

Recommendation is for approval by the TEC and was subsequently was approved by the State CIO.

DAS Director's action:
Authorize this IT procurement   Yes _X_ No ___

DAS Director's signature and date:

   The above IT procurement concept approved by Director Carroll on __4/19/13__

   Comments: **None.**